

SUBCHAPTER C—CONTRACTING METHODS AND CONTRACT TYPES

PART 1413—SIMPLIFIED ACQUISITION PROCEDURES

Subpart 1413.2—Micro-Purchase

Sec.

1413.201 General.

1413.202–70 Policy.

Subpart 1413.3—Simplified Acquisition Methods

1413.305 Imprest Fund.

1413.305–2 Agency responsibilities.

1413.305–4 Procedures.

1413.306 Standard Form 44, Purchase order—invoice—voucher.

AUTHORITY: Sec. 205(c), 63 Stat. 390, 40 U.S.C. 486(c); and 5 U.S.C. 301.

SOURCE: 75 FR 19829, Apr. 15, 2010, unless otherwise noted.

Subpart 1413.2—Micro-Purchase

1413.201 General.

The procedures set forth in the Federal Supply Schedule for Government-wide Commercial Credit Card Services, Treasury Financial Manual, TFM 4–4500, and “U.S. Department of Interior Handbook for Utilization of Government Wide Commercial Credit Card” issued by PAM contain guidance on using Government-wide purchase card services.

1413.202–70 Policy.

(a) The purchase card shall be used in preference to other methods of procurement for purchases up to \$3,000. Other small purchase methods (BPAs, imprest funds, third-party drafts, SF-44 forms, and purchase orders) may be used in lieu of the Government purchase card when it is more cost-effective or practicable.

(b) The purchase card shall be issued primarily to personnel outside of procurement offices to purchase products and services up to the micro-purchase threshold (\$2,000 for construction).

(c) The purchase card may be used in procurement offices for purchases up to the simplified acquisition threshold (\$50,000 if not interim FACNET cer-

tified) not to exceed individual warrant limitations.

(d) Each contracting activity shall develop more specific procedures for use of purchase cards.

Subpart 1413.3—Simplified Acquisition Methods

1413.305 Imprest fund.

1413.305–2 Agency responsibilities.

Policy governing the use and administration of imprest funds within the Department are contained in 330 DM, in addition to the policies and regulations outlined in FAR 13.305–1. HCAs shall establish written procedures for designation, by name, of personnel authorized to approve requisitions and make purchases using imprest funds. The procedures shall include a periodic review of imprest fund transactions by acquisition personnel.

1413.305–4 Procedures.

The individual authorized to make purchases using imprest funds shall be responsible for compliance with the procedures and documentation requirements of FAR 13.305–4.

1413.306 Standard Form 44, Purchase order-invoice-voucher.

HCAs are responsible for establishing bureau procedures to control the use of the SF 44 and accounting for all purchases made using the form. Bureau procedures shall include instructions covering:

(a) Maintenance of a list of designated individuals authorized to make purchases using the form;

(b) Controls for issuing the form to authorized individuals; and

(c) Review of purchase transactions using the form to assure compliance with authorized procedures.

PART 1414—SEALED BIDDING

Subpart 1414.2—Solicitation of Bids

Sec.

1414.201 Preparation of invitations for bids.

1414.201

1414.201-70 Alternate bids.

Subpart 1414.4—Opening of Bids and Award of Contract

1414.404 Rejection of bids.

1414.404-1 Cancellation of invitations after opening.

1414.407 Mistakes in bids.

1414.407-3 Other mistakes disclosed before award.

1414.407-4 Mistakes after award.

AUTHORITY: Sec. 205(c), 63 Stat. 390, 40 U.S.C. 486(c); and 5 U.S.C. 301.

SOURCE: 75 FR 19829, Apr. 15, 2010, unless otherwise noted.

Subpart 1414.2—Solicitation of Bids

1414.201 Preparation of invitation for bids.

1414.201-70 Alternate bids.

(a) Solicitations for supplies or services (other than construction) shall specify whether alternate bids are permitted, provide instructions for submitting alternate bids and clearly indicate how alternate bids will be evaluated.

(b) The clause set forth in 1452.236-71 may be used in non-construction contracts where additive and deductive alternate bids will be permitted.

Subpart 1414.4—Opening of Bids and Award of Contract

1414.404 Rejection of bids.

1414.404-1 Cancellation of invitations after opening.

The CCO is authorized to make the written determination to cancel the IFB before award but after bid opening.

1414.407 Mistakes in bids.

1414.407-3 Other mistakes disclosed before award.

(a) The HCA is authorized to make the administrative determinations under FAR 14.407-3, except as set forth in paragraph (b) of this section. This authority is not redelegable.

(b) The CCO has the authority outlined in FAR 14.407-3(c) to make the written determination permitting a

48 CFR Ch. 14 (10-1-13 Edition)

bidder to withdraw a bid, after review by the SOL.

(c) The CO shall submit a report on suspected or alleged mistakes in bids together with the supporting data to the BPC, who will forward it to the HCA. The CO may also include a report on bids where evidence of the intended bid is clear and convincing but the bidder has not requested permission to correct the bid. Incomplete reports may result in a delay in obtaining a determination.

(d) The BPC is responsible for maintaining records of administrative determinations.

1414.407-4 Mistakes after award.

The CO is authorized to make the administrative determinations outlined in 14.407-4 after receiving concurrence from the SOL.

PART 1415—CONTRACTING BY NEGOTIATION

Subpart 1415.2—Solicitation and Receipt of Proposals and Information

Sec.

1415.201 Exchanges with industry before receipt of proposals.

1415.207 Handling proposals and information.

1415.207-70 Department of the Interior proposal and information handling procedures.

1415.207-71 Confidentiality of proposal evaluation.

1415.209 Solicitation provisions and contract clauses.

1415.209-70 Examination of records by the Department of the Interior.

Subpart 1415.3—Source Selection

1415.303 Responsibilities.

1415.305 Proposal evaluation.

Subpart 1415.4—Contract Pricing

1415.404 Proposal analysis.

1415.404-2 Information to support proposal analysis.

1415.404-4 Profit.

1415.406 Documentation.

1415.406-70 Department of the Interior price negotiation memorandum (PNM).

Subpart 1415.6—Unsolicited Proposals

1415.606 Agency procedures.